

# DHMH PROCEDURE

<http://www.dhmh.state.md.us/policies/inpolm.htm>

OPERATIONS-OFFICE OF APPOINTMENTS AND EXECUTIVE NOMINATIONS

PROCEDURE 02.08.01.P2

Version Effective Date: August 1, 2003

## PROCEDURE ON THE SECRETARY'S APPOINTMENTS TO ADVISORY BOARDS, COMMISSIONS AND COUNCILS

### SHORT TITLE: SECRETARY'S APPOINTMENTS

#### ACTOR

**Administrator, Office of  
Appointments and Executive  
Nominations**

#### ACTION REQUIRED

1. Notifies the appropriate Administrator/ Executive Director of pending vacancies on the Board/ Commission/Council within his/her jurisdiction;
2. After discussion with the appropriate Administrator/ Executive Director, requests names of nominees for pending vacancies from appropriate stipulated institutions and non-profit organizations;
3. Specifies statutory as well as additional criteria which the Department will consider in selecting candidates in order to provide balanced representation on the board/commission/council (e.g., minority representation, geographic location, etc.)
4. Determines reappointment criteria which the Department will consider, if an incumbent member of a board/commission/council is eligible for reappointment;
5. Provides information on the group functions and meetings to the organizations and institutions;
6. If a reply is not received within four weeks, contact the association/institution to check on progress;
7. Acknowledges receipt of nominations from the associations/institutions;

**Department of Health & Mental Hygiene  
Office of Regulation and Policy Coordination  
Policy Administrator - Room 503A**

201 West Preston Street - Baltimore Maryland 21201-2301  
Phone 410 767-5934 FAX 410 333-7304

**ACTOR****ACTION REQUIRED**

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|---|--|
|   | 8. Reviews biographical information forms for completeness, compliance with statutory requirements, and Departmental criteria;   |
|   | 9. Reviews resumes of nominees;  |
|   | 10. Selects the candidate to be recommended for appointment;   |
|   | 11. Forwards the recommendation for appointment to the Secretary through the Deputy Secretary for Operations, or designee;   |
| Secretary, DHHM   | 12. Approves and signs the recommendation for appointment and returns it to the Office of Appointments and Executive Nominations;  |
| Administrator, Office of Appointments and Executive Nominations | 13. For Secretarial appointments: <ul style="list-style-type: none"><li>a. Drafts appointment letter</li><li>b. Prepares a commission (Certificate of Appointment) for signature of the Secretary</li><li>c. Appointment letter and certificate are then signed and mailed as follows:<ul style="list-style-type: none"><li>1. Original appointment letter to appointee</li><li>2. Copy of appointment letter to Administrator/Executive Director</li><li>3. Commission (Certificate of Appointment) to appropriate Clerk of the Court if the board/commission/task force is by statute or is an executive nomination;</li></ul></li></ul> |
|   | 14. Updates the board's membership roster, database and card file to show the new appointment.   |

**Approval:**

/S/ Signature on File

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Nelson J. Sabatini, Secretary

**August 1, 2003**

Effective Date

**APPENDIX: Non-Regulatory Boards and Commissions**

Arthritis & Related Disorders  
Bottled Water Committee  
Cancer Council  
Community Services Reimbursement Rate Commission  
Developmental Disability Advisory Committee  
Drug Utilization Review Board  
Health Effects of Fire  
Hearing Impaired Persons  
Hearing Impaired Infants  
Hereditary & Congenital Disorders  
High Blood Pressure  
Hospital Appeal Board  
Institutional Review Board  
Laboratory Advisory Council  
Maryland Health Care Foundation  
Medicaid Advisory Committee  
Mental Hygiene Advisory Council  
MD Health Care Foundation  
MD Physical Fitness Council  
Nursing Assistants Certification Advisory Committee  
Off-Label Use of Drugs Panel  
Physical Assistance Committee  
Practice Parameters Advisory Committee  
Prospective Payment Appeal Board  
Public Health Forum  
Public Law 102-321 Planning Council  
**Task Force To Study Issues of HIV & HIV Transmissions in MD Correctional Facilities**  
**Task Force To Study the Uses of Methylphenidate & Other Drugs on School Children**  
Women's Health Promotion Council  
WIC  
Youth Camp Safety Advisory Committee